

Minutes

Western Region Council Meeting

April 24, 2003

Richfield, Utah

Attendance: Karen Alvey Wayne Shamo Keith Gillins
Larry Pearson Greg Bailey David Kinder
Kristie McMullin Lis Barker Joe Bernini
Gene Roundy John Cooper Doug Peterson
Rich VanAusdal Blair Painter Jan Thompson
Rex Dunn Darren Johnson (for Roland Miles)
James English

Youth Council: Greg Muller Lynnette Robinson Brad Neufeld
John Fullmer

Guests: Richard Nelson Stacy Anderson (DWS Delta)
Eileen Finlinson Susan Munk (DWS Richfield)
Amber Hansen Craig Mathie Patsy Daniels
Ron Burris Peggy Auker Doug Aitken
Robert Judd Belle Brough Richard Larsen
Alan Julian Monteen Gordon (DWS Salt Lake)
Connie Laws (DWS Salt Lake) Don Muller (DWS Salt Lake)
John Sweeney (DWS Salt Lake)

Staff: Fran Cannard Ann Barnson Kimberly Johnson
Roger Halladay Judy Ainsworth Liz Lobato
Kathy Leydsman Kathleen Johnson Bob Cranford
Wayne Fillmore Denise Dunn Jolene Bundy

Minutes: Jolene Bundy

Welcome: Keith Gillins welcomed everyone to the meeting. He said we have a Special Guest, Monteen Gordon from the State Office and ask if she would like to say anything. Jan Thompson said she would like to introduce Monteen first and said she had taken Darin's position as the coordinator over the Region Council for the State. Monteen said she had been going on tours with Judy Ainsworth, visiting the Loa and Junction offices. She had very much enjoyed her time with her and visiting the offices.

Ron Burris and Peggy Auker were also introduced. Ron is the Region Director for the Experience Works program. Peggy is the State Director. The experience Works program used to be called the Green Thumb program.

- Peggy took a few minutes to say there may be some changes in the program. The government is reviewing the grants for the program and adding faith based organizations to it. They will be putting it out for bids so the program may be run by a different group instead of Experience Works. They don't know that yet.
- They are going to be having a Prime Time Awards program where they will recognize some outstanding older workers. One example is a lady that is 102 years old and still works 40 hours a week. Another gentleman is 93 years old and still works at the Little America.
- Peggy presented the region Chair's with a complimentary recipe book called "Green Thumbs in The Kitchen."

Awards:

Awards were presented to:

- Amber Hansen for an Outstanding Performance by a WIA Youth. Susan Munk from the Richfield office was there with her.
- Snow College Richfield was honored as a valuable Employer who has worked with DWS in helping special Needs customers. Craig Mathie and Patsy Daniels were there from the College to receive the plaque.
- West Millard Care Center in Delta was awarded for being an Employer that has been very willing to work with DWS in paid and unpaid internships. Eileen Finlinson was there to receive the award. Stacy Anderson from the Delta EC, who nominated them, was there with Eileen.
- Plaques were also presented to
 - Carl Holmes from Snow College Richfield who is a retiring member of our Region Council. He has been there since 1997 and is retiring the end of May.
 - Tom Crowther, a member of our Region Council, who retired the end of December.
 - Sandi Ross, a member of our Region Council who retired last October.

Minutes: There is a change the Marketing Committee would like added to the Minutes from our last meeting. Page 3 talks about the pilot project the Committee would like to do. It doesn't list the cost of the project. The cost will be \$7400 from the Region Council Budget and \$7400 from the State Council Budget. Wayne Fillmore corrected them and said it would be \$7200. ***Kristie McMullin made a motion to approve the minutes with this change made. Karen Alvey seconded the motion. The minutes were approved.***

Youth Council: Greg Muller, Chair of the Youth Council, reported for the Youth Council. Karen Alvey reported to them of a couple of Items from the State Youth Council Meeting held last week. The Federal Government is doing a reauthorization for funding for the WIA program. Now, in the WIA program, it is mandatory to spend at least 30% of the funding on out-of-school youth. The Feds want to reverse that percentage and make it mandatory to spend 70% on out-of-school youth. There was a heated debate in the State Youth Council and it came through the Operations Committee of the State Council. There was a debate for both sides but the final consensus in our meeting was to keep it as it is now. The State Youth Council suggested writing letters to our legislators requesting to keep the funding at 30/70 as it is now.

There was another issue concerning the Federal Government taking the Youth Council from the WIA Program. The Governor would like to keep it as a discretionary item, to keep the Youth Council operating at the governor's discretion. The Youth Council feels it serves a good purpose and should be a mandatory part of WIA or it will no-longer exist.

- The Youth Council proposes the Region Council send 2 letters from the Region Council. One requesting to keep the funding at the 30/70 percent ratio as it is now, and one to keep the Region Youth Councils as a mandatory part of WIA.
- The Council also discussed an orientation manual which was done by the State Youth Council and proposed we do a similar manual. A visual presentation for new member orientation was also discussed. They would like to pursue something for orientation of new members.
- E-choices was discussed. This is a program for the youth to help them make career choices. This helps with interests, schools, funding to pay for schooling, etc., and is a program they can do on-line. It is available through the DWS web-site by calling the employment center to get a password to get into it.

Greg made a motion to have the Region Council write the requested letters to the legislators. Wayne Shamo seconded the motion. The motion Carried.

The Council requested Greg write the letters then get them to Karen and Keith for their signatures as the Council Chairs. Then Roger will get the letters mailed out.

Economic Development Committee:

Kristi McMullin reported they had a good meeting 3 months ago at our Region Council meeting and didn't want to loose the momentum from that meeting. They want to keep it going by doing 3 projects.

- 1) Hosting an annual meeting once a year with the Economic Development people of the region like they did last time.
- 2) Have a representative from DWS and the High Schools write a letter to all the High School Principals in the region to tell what Economic Development tools are available through DWS as a help for the teachers in teaching Economics. Bob Cranford can be the DWS staff support for this project. The schools all have a DWS counselor at the school that can be of help.
- 3) Send a letter out to the Employers by partnering with the Marketing Committee on their project to get information out about the economic development tools available through DWS.

Marketing Committee:

James English reported on their Pilot Project that was approved in the last council meeting.

- He brought copies of the Employer Newsletter "*Washington County Executive Summary*" they are mailing to employers in the Washington County area. They would like to expand it as soon as it is cost effective to the whole region. This will be going to every employer in Washington County. A Cost update is \$14,000.00 to have the material mailed out. At this point it will not go over \$14,076.
- This is a Partnership project with the Spectrum. The spectrum is picking up the cost of the printing and has hired a full time writer to do the news letter. They suggest that when it becomes a region newsletter the name be changed to the "*Southern Utah Executive*

Summary”. The postage cost of \$14,076 is being paid by the Region Council and the State Council with \$7200 from each budget.

- The committee would like to know who the contact person is for each county to get the information from to go into the news letter. They ask everyone to email that name and information to Kimberly Johnson who will get the information to Phil Gee at the spectrum. They want feed back on the News letter including if you like it or what you think should be in it.
- They would like to add an educational component to it such as the Rural Business Conference in Washington County in May.
- They will be sending out 3400 news letters per month. They are selling advertising to help pay for the cost of printing.
- Page 6 of the news letter is the DWS page, by Lecia Langston. It is a great place to help Employers run their business.
- It will be monthly beginning May 5th. It will be dropped back a little each mailing until it will be going out the middle of the month on a Tuesday or Wednesday.
- Karen suggested adding special accomplishments of the Region Council that tell of things that need special mention, such as the Corrections Committee getting the funding for the Corrections project for each facility in the region. Any Region council member that has information to add should Email it to Kimberly Johnson at kjohnson@utah.gov.
- James said this is a work in progress and will be adding or changing to this as they go along. They felt putting in the accomplishments was a good idea.
- The committee also has a special Ad campaign for DWS which promotes the jobs.utah.gov web site. It is a huge campaign in all the papers in the region and on the radio stations. They have seen some success in bringing back employers to DWS that had left us. The Spectrum did a great article on WIA where it talked about the OJT program. It interviewed a job seeker and also the counselor who worked with that person through WIA. It was a good article. There was a slight increase in Employers coming to DWS as a result.
- They are also designing a brochure to be handed out at job fairs, career fairs, at Chamber meetings, etc., which will focus on employers needs. It will be on card stock. It has been proofed by the State office and has been Okayed by Darin. The cards will be changed to put the name and address of the local employment center on the cards. They are asking for funding to print the cards. **James made a motion for the Region Council to pay to print 10,000 of these cards.** The cost will be in a ball-park figure of \$150.00. **Karen seconded the motion. The motion was approved.**
- Their next project will be to do a card like the one for the Employers only do it for the job seekers and have it available with the local office address on.
- Kim encouraged the Region Council members to come to the employer seminars. They will be sending out a coupon to the council members each time to encourage them to come. These would be available to the Economic Development Committee members.
- Lis Barker announced Child Care is partner-shipping with KSL TV/radio on a program called Care about Child Care. The Ad's are coming out the end of May. This is a marketing campaign through the Child Care Resource and Referral office. They would like to team up with the Marketing Committee on their news letters.

Corrections Committee:

John Cooper asked Robert Judd to give the report from their Committee. (Robert is the Associate Warden for the Central Utah Correctional Facility at Gunnison.) Robert said they have been working on an initiative which will hopefully affect the re-entry of the prisoners in the county correctional facilities by preparing them better prior to release. He has been meeting with the members of DWS and the Region Council for about 8 months working on this initiative.

- This initiative would allow each offender to participate in a program to provide more training prior to release which would prepare them for getting and keeping a job. This would provide testing to measure abilities, interests, and skills, teach them how to interview, fill out applications, do resumes and cover letters, teach life skills, etc..
- The Utah Department of Corrections (UDC) had a limited contract with the Iron County correctional facility and the Gunnison correctional facility. Some of those funds were used in Beaver County and Garfield County. We now want to broaden that contract to include every county facility.
- They talked about bringing in other funding sources to help make this happen.
- As a result of the discussions of the task force committee, DWS has offered and will be able to help for a 13 week period using WIA funding.
- Robert said he has an interview with 4 inmates in Richfield today who are scheduled for release. He doesn't have anything to tell them and can't help them with getting a job to keep them from coming back into the system when they screw up. This is an example of why the program is needed in all the facilities.
- Belle Brough attended their committee meeting. She is the Director of Program Services for the Utah Department of Corrections. Belle is writing a letter to expand the services to include all regional facilities. They have a meeting on May 21st where they will discuss this.
- John Thanked all those who have helped with this project, and thanked Roger for helping with the 13 weeks of funding which will at least get it started.
- Karen asked if there was anything the Region Council could help with and suggested a letter from the Council.
- **John made a motion for the Region Council to issue a letter to the UDC in favor of extending the contract to all the facilities in the 11 County Region and to encourage the counties to participate.** Gene Roundy seconded the motion. The motion carried.
- John said that would get the ball rolling for the May meeting. He invited the Region Council Chairs to attend that meeting.
- They hope to be able to use some funding from the County facilities but they will have to wait to see what funding the counties will have.

Vendor Committee:

Karen reported the vendor committee met on March 25th. The minutes of that meeting are in the book. They approved the Sevier Smart Site as a training provider. The information on the smart site is in the minutes under Tab 3. Since there wasn't a region council meeting before the State Council met last week, they took that information to the Executive Committee. They approved it

and it went before the State Council last week where it was approved. It has already been implemented. The information is all in the book if you have any questions.

Thank You:

Karen also made a motion to write a Thank You letter, signed by the Region Chairs, to the Spectrum for all they have been doing to partner with us in helping the marketing committee. Lis seconded the motion. The motion was approved.

Executive Committee:

Keith reported on their executive committee meeting. They discussed the vacancies on the Region Council and also the Youth Council. We need to work aggressively to get more members.

- Greg Muller reported he talked to Paul Moorman at the Walmart in Ephraim. He extended an invitation to him to be a member of our council and agreed he would be able to do that. **We will send his name to the 6 County AOG** who has to approve the new members first. If there is anyone who has any other names who might like to serve, please let us know.

Co-Chair:

Karen has been serving as our Co-Chair since September 28, 2000. The WIA Rules and regulations say a Chair can only serve for 2 years. For this reason we need to replace Karen as Co-chair. He/She will need to be someone from the 5 county area. Karen nominated Kristie McMullin. There were no other nominations. **Blair made a motion to approve Kristie as Co-Chair. Joe Bernini seconded the motion. The motion was approved.** Kristie is due to have a baby in a couple of months. Roger asked Karen if she could fill in for Kristie for a couple of months until her baby is born. She agreed.

eREP (Screening and Referral):

Connie Laws from Salt Lake, along with John Sweeney and Don Muller, did a presentation on e-REP. This is a project to design and build eligibility supportive and payment services. It is a screening and referral web site. The information is available on the internet. It will be launched and on-line October 29, 2003.

- John walked us through a prototype to give us the look and feel of what it will be like. It has the Utah Cares logo and will be a link from the Utah.gov web page.
- The site will also be in Spanish.
- It will have 3 pathways. It will ask questions about a customers needs, It will define the audience for special needs such as disabled, military, etc., and will search directly.
- Can be used by a volunteer or a provider.
- The Taxonomy is from the highest to lowest level.
- Connie said they would like to work with the Marketing Committee and get the information about this system into the Employer newsletter they are sending out.
- The 211 system is a resource page and will be linked to it but is a system of it own where the customers, both job seekers and employers, can keep their own information updated.

- For the 211 system, Kathleen Nelson is working on building the data base for the 5 county area and Margaret Pruitt for the 6 county area.
- There is not an instruction sheet but it is very user friendly and there will be a help page to help answer questions and tell where they can get service.
- This will be available World Wide and is easily accessible to everyone. The link is from the Utah State web page.
- This is an interagency project from the governor's office and is badly needed.

1000 day Workforce Plan

Roger said under Tab 4 in the book is the 1000 day workforce plan. Last summer the council went over the plan. We have finished some goals, and still need to finish others. He ask the members to look through the goals and see if there is something to make decisions on and let us know.

- A Matrix from Education didn't get back from everyone but we are still working on it. The Goal on Page 3 was to double the numbers of engineering students. He ask what the council would like to do to help refer more students.
- **Roger asked Rich VanAusdal to go back to those in the engineering programs to see what they can do to strategize to get more engineering students.** We are now at about 440 students for the region.
- It was suggested we do more marketing to the High Schools and vendor training could also go toward this accomplishment.

Reports

- Business and Self Directed Services - Kathleen Johnson said the Governor has set September as Labor Month. The report has 18,544 referrals for the last quarter. The Council of Councils meeting in October will be at the Regency at the University of Utah.
- Support Services – Ann Barnson presented the report for the training programs. Winfield Kids has 169 youth enrolled that they work with on a daily basis. The Summer Program will be starting and will have 120 new ones for the summer.
- Eligibility Services – Denise Dunn presented the report for eligibility services. She said the cases served are increasing. We have done well in Child Care Accuracy with 100% accuracy for the last 4 months. Food stamps accuracy has also been 100% for the last 4 months, and expedited foodstamps is in the upper 90th percentile.
- Budget – The Budget Report is for the Region Council which shows we have a budget of \$29,600 and the expenditures for the Council for the last 9 months. The project for the Marketing Committee for mailing out the Employer Newsletters for the area will take \$7200 of what is left.

Presentation:

Keith presented Karen with a plaque recognizing her for her dedication and service as the Co-Chair since September 28, 2000. Karen said this has been a very gratifying experience for her because she has wanted to stay involved. She was the manager of the Kanab Job Service for 21 years. She enjoys helping people and serving in the public. She enjoys the people she works with and hopes to stay involved in the council.

Announcements:

There is a Rural Utah Business Technology Conference at the Dixie Center on May 28th and 29th. They encourage everyone to attend if they can. The Keynote speaker is the CEO from Dell Computers, Kevin Rollins. It will be a great conference.

Adjourned:

The meeting was adjourned until July 31, 2003 in Beaver.

Action Items:

- The Youth Council proposes the Region Council send 2 letters from the Region Council. One requesting to keep the funding at the 30/70 percent ratio as it is now, and one to keep the Region Youth Councils as a mandatory part of WIA. **The Council requested Greg write the letters then get them to Karen and Keith for their signatures as the Council Chairs. Then Roger will get the letters mailed out.**
- John made a motion for the Region Council to issue a letter to the UDC in favor of extending the contract to all the facilities in the 11 County Region and to encourage the counties to participate.
- **Karen made a motion to write a Thank You letter, signed by the Region Chairs, to the Spectrum** for all they have been doing to partner with us in helping the marketing committee.
- The name of Paul Moorman from Walmart in Ephraim needs to be sent to the 6 County AOG for approval to be a new members.
- Roger asked Rich VanAusdal to go back to those in the engineering programs to see what they can do to strategize in getting more engineering students.